



Cochise County
Community Development
Planning, Zoning and Building Safety Division
Public Programs...Personal Service
www.cochise.az.gov

July 10, 2015

Dear Valued Customer:

This is written to advise you that effective July 27, 2015, our Sierra Vista Planning and Zoning Office will be temporarily closed for re-organization. We plan to re-open no later than 10/31/15 and will keep you posted about that.

In order to continue to provide service for our Sierra Vista area customers, at the Planning and Zoning Office at our current Foothills location there will be various sizes of envelopes and a locked, secure drop box labeled "Delivery to Bisbee P&Z Office" by the front window for your convenience. Please feel free to drop off permit applications and plans and these envelopes will be shuttled daily to the Bisbee Planning and Zoning Office where the items will be processed. **Please do not put payments into these envelopes.**

As soon as we receive your application, we'll call you with any questions we may have and advise you of the required permit fee amount. This fee may be paid by credit card online through our secure website, or you may mail in your fee. In addition to the drop box in the Sierra Vista Office, we still accept faxed, emailed, and permits through regular mail on a daily basis. You are always welcome to the Bisbee Planning and Zoning Office at 1415 Melody Lane during regular business hours.

Of course, our well –informed counter staff is still available to assist you in the Bisbee office weekdays from 8:00 a.m. to 5:00 p.m. Our aim is to deliver to you exceptional customer service and believe that this temporary closure can help us achieve that goal. If you have any questions, please contact the department at 520-432-9300 or at planningandzoning@cochise.az.gov, or you can contact me directly at 520-432-9404 or mgomez@cochise.az.gov.

Sincerely,

Mary Gomez

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Interim Planning Director